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FUNCTIONS AND ACTIVITIES

ASSESSMENT AND EVALUATION STAFF

The Assessment and Evaluation Staff is responsible for the coordination and implementation of all professional psychological services offered by the Office of Training. To meet this responsibility this Staff is composed of the Assessment Branch, the Training Evaluation Branch, and the Research and Validation Branch (Chart A).

In carrying out this responsibility, the general functions and activities of the Staff are to:

- (a) Provide the Director of Training with qualified professional psychological assistance wherever indicated and requested.
- (b) Organize, supervise, and administer adequate programs, staffs, and facilities within the United States to provide competent professional psychological services.
- (c) Provide assistance and professional staff supervision for authorized professional psychological programs conducted overseas.
- (d) Provide professional psychological assistance to the Professional Selection Panel and to other components of the Agency when requested, with the advice and consent of the Director of Training.
- (e) Organize, supervise and administer an Assessment Branch with specific functions to include:
  - (1) The intensive psychological assessment of individuals referred, to help determine their suitability for particular types of positions, particularly those of a critical or sensitive nature.
  - (2) The development of a professional staff capable of accomplishing psychological assessments.
  - (3) The analysis of psychological factors important for success in intelligence work.
  - (4) The systematic study of assessment procedures to determine the effectiveness of the methods used and to improve and refine present techniques.

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(5) The development of new techniques for use in psychological assessment.

(f) Organize, supervise, and administer a Training Evaluation Branch with specific functions to include:

(1) Participation in the analysis of general training requirements, primarily to determine how various psychological techniques, may best be utilized.

(2) The development, direction, supervision and coordination of training evaluation procedures. The aim of this program is to provide a meaningful and complete record of what a student learned and what personality characteristics be revealed during training. This record would be used by:

(a) the Professional Selection Panel in determining career suitability at the end of the probationary period.

(b) the Office of Training, in evaluating and improving its own program.

(c) the student's supervisor or sponsor in planning general career development and specific assignments.

(3) The development of new techniques for use in training evaluation.

(4) The systematic study of training evaluations to determine their effectiveness and usability and means of improving them.

(5) The development of professional psychological personnel to assist instructional personnel in analyzing course content where appropriate, in developing objective testing materials, in evaluating teaching techniques and in counselling students with learning problems.

(g) Organize, supervise and administer a Research and Validation Branch with specific functions to include:

(1) Systematic review of all research work undertaken by the Staff to insure that highest professional standards are maintained.

(2) Maintenance of liaison with all sources conducting psychological research outside the Agency to make certain that new developments and new techniques may be exploited and further developed by the Staff.

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(3) Rendering statistical services necessary to carry out the research projects of the Staff.

(4) Coordination of all research studies in accordance with priorities established by the Chief of the Staff.

(5) Establishment of consistent reporting methods.

(6) Establishment and maintenance of records basic to the activities of the Staff.

(7) Development, improvement, and monitoring of (a) the EOD testing program, (b) the JOT testing program, (c) the language aptitude testing program.

(8) Development of new testing and research programs as required.

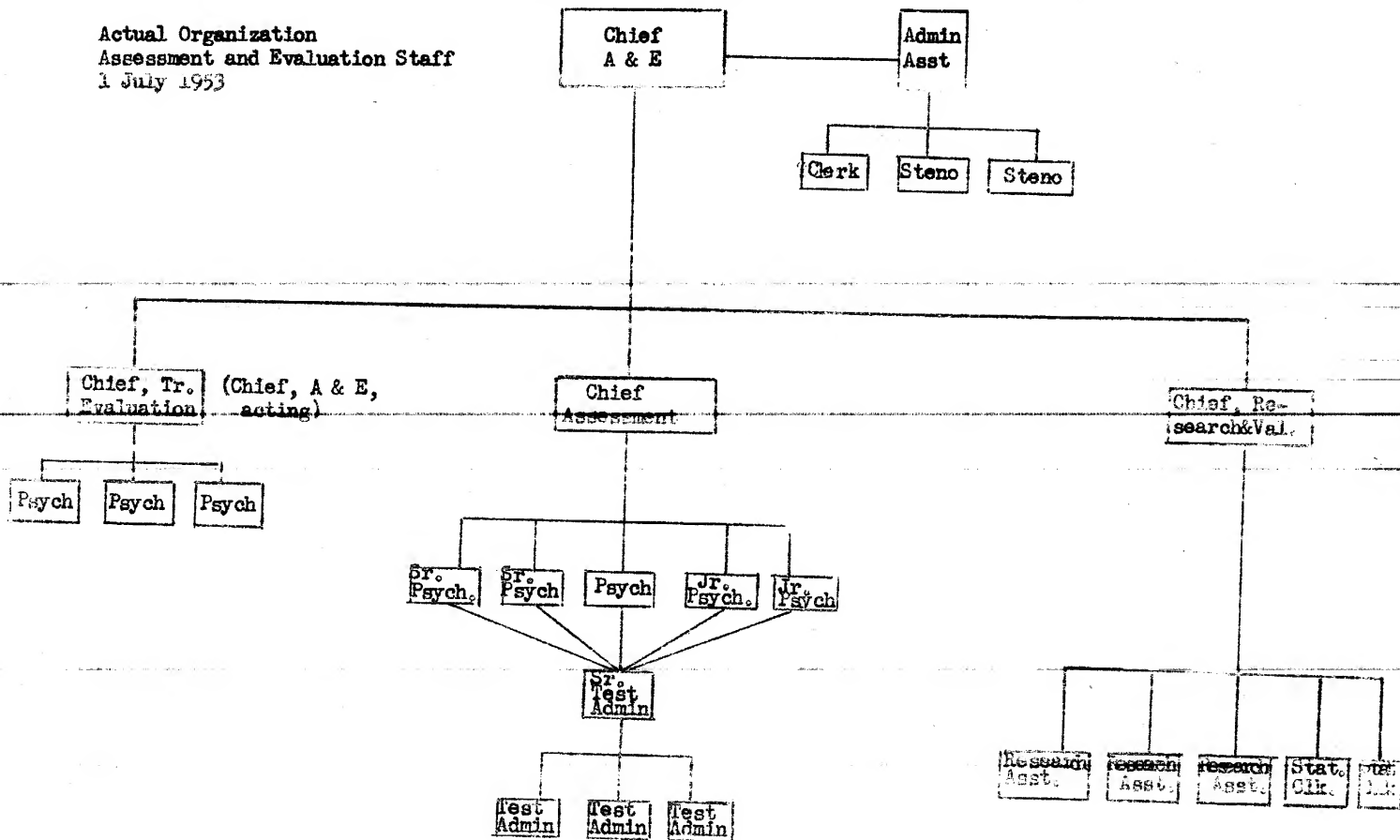
(9) Establishment and development of a staff capable of rendering suitable technical support to the other branches in experimental design, statistical evaluation, machine record procedures, and other technical matters.

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Actual Organization  
Assessment and Evaluation Staff  
1 July 1953



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